



CITY OF LAS VEGAS
1700 North Grand Avenue
Las Vegas, New Mexico 87701
Phone: (505) 454-1401 Fax: (505) 454-8027

PURCHASE ORDER

PO Number: 220546

Date: 08/27/2021

Request #: 290689

Vendor #: 05443

ISSUED TO: DIEGO A GRIEGO
Attn:C/O D.A.G. ENTERPRISES
258 A MONTEZUMA RT
LAS VEGAS, NM 87701-

SHIP TO: City of Las Vegas
Attn:SENIOR CITIZENS CENTER
1700 N Grand Ave
Las Vegas, NM 87701

Vendor Fax #: (505) 425-9516

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	2	Bearings (replaced)	11.05		282-6200-750-7408	22.10
2	8	Service call - (Labor)	80.00		282-6200-750-7408	600.00
3	1	Tax EMERGENCY 13-1-127	50.38		282-6200-750-7408	50.38

DEPARTMENT ORDER

Approved By:

Date: 8/30/2021

SUBTOTAL:	672.48
TAX:	0.00
SHIPPING:	0.00
TOTAL	672.48

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

Finance Dept. (505) 454-1401 FAX (505) 454-8027

CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 290689

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 8/27/21

PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

☐ BID NO.: _____ - _____ AWARDED: ____/____/____; CONTRACT NO.: _____

(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

☐ SPD CONTRACT; SPD NO.: _____ EXPIRES: ____/____/____.

☐ EXEMPT PURCHASE; Provide Section No. _____.

☐ GSA CONTRACT; GSA NO.: _____ EXPIRES: ____/____/____.

☐ PROFESSIONAL SERVICES; _____

☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS PRIOR TO PROCURING GOODS AND/OR SERVICES.

☐ OTHER CITY CONTRACT: NO: _____ EXPIRES ____/____/____

☒ EMERGENCY; _____ SECTIONS 13-1-127 STATE PROCUREMENT CODE

STATEMENT OF NEED: (Must Complete)

Emergency repair of 2014 Ford F150

IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
8/27/21	D.A.G.	505-425-8918	Diego Griego	\$ 672.48

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
1	2	each	Bearings (replaced)	\$ 11.05	\$ 22.10
2	7.5	each	Service Call - (Labor)	\$ 80.00	\$ 600.00
			Tax		50.38

VENDOR: D.A.G. Enterprises

TOTAL: \$ 672.48

ADDRESS:

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ 3,500.00

EXPENDED TO DATE \$ 700.00

CURRENT EXPENSE \$ 672.48

BALANCE \$ 2,127.52

SIGNATURE OF PERSON REQUESTING

FUND

DEPARTMENT

ACTIVITY

APPROVED BY: [Signature] 8-30-21 BUDGET AVAILABLE YES: X NO: _____

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT

D.A.G. Enterprises of NM, LLC

P O Box 2084

Las Vegas, NM 87701

Date	Invoice #
8/27/2021	13443

Bill To
City of Las Vegas 1700 N. Grand Avenue Las Vegas NM 87701

P.O. No.	Terms	Project

Item	Description	Hours / Quantity	Rate	Amount
Service Call	2014 Ford F150, VIN: 1FTMF1EM1EFB85312, Engine 3.7 , Mileage 75,575.9, (Service call to Senior cent to diag. auxiliary A/C compressor problem) Bearings were bad on idler pulleys.	7.5	80.00	600.00T
Part	Bearings 2017 City	2	11.05 8.396%	22.10 50.38

			Total	\$672.48
Tax			Payments/Credits	\$0.00
			Balance Due	\$672.48

STATE
OF NEW
MEXICO

EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

the functioning of government;
the preservation or protection of property; or
the health or safety of any person .

I. Name of Agency: City of Las Vegas Senior Center Program

Agency Chief Procurement Officer: Helen Vigil

Telephone Number: 505-454-1401

Name of Contractor: Diego Griego (DAG)

Address of Contractor: 5 Lucille Lane, Las Vegas, NM 87701
505-425-8918

Amount of prospective contract: \$672.48

Term of prospective contract: 1 month

Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: **The purpose of this emergency is to repair a Hot Shot Truck that is necessary for the delivery of hot and cold food to seniors in the rural routes. A pulley that holds the serpentine belt on this truck broke causing the serpentine belt to cut. The repair will entail replacing the pulley and the belt.**

Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

The #14 Hotshot truck went down 08/25/21. One of the pulleys of The serpentine belt broke causing the belt to cut. This is the truck for the rural routes. This truck is a must. Without it another truck will have to do 2 routes meaning more work for the truck and extra hours for staff.

Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

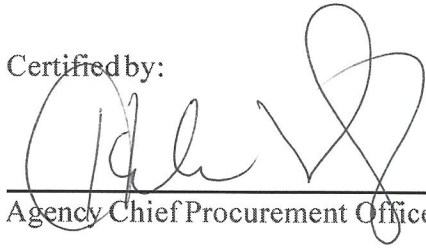
The emergency is in place until the truck is fixed. The hope is that it will be repaired on 08/26/21.

Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

The hope is to purchase additional vehicles as back up so that if a truck breaks down, there is another truck to continue the route. Until these trucks are purchased, there is no other way around it. The hope is the trucks that are running do not breakdown.

  
Director's Signature Title Date

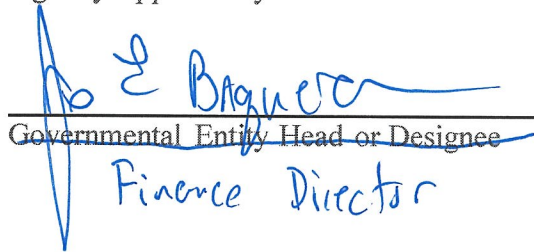
Certified by:



Agency Chief Procurement Officer

Date: 8/27/2021

Agency Approval by:


Governmental Entity Head or Designee
Finance Director

Date: 8-30-21